Request for City Council Committee Action
From the Departments of Public Works and Procurement

Date: April 4, 2006
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Paul Ostrow, Chair Ways & Means Committee

Subject: **Approval of Official Publication No. 6581 - Bids for Janitorial Service at the Public Service Center**

Recommendation:
Acceptance of the low responsive bid of Five Star H. Enterprises, Inc. for an estimated annual expenditure of $ 120,000.00 to provide janitorial service at the Public Service Center through April 30, 2007, as follows:

Public Service Center		per month	$ 7,400.00
Alternates:			
a.	Collect Recycling	Lump Sum per month	500.00
b.	Window Blinds	Lump Sum	1,600.00
c.	Skyway Cleaning	Lump Sum per month	450.00

Terms are net 30 days. F.O.B.: Destination.

Further recommend proper Officers be authorized and directed to execute a contract for this service all in accordance with our specifications.

Contingent on approval of the Civil Rights Department.

Prepared by: Gary Warnberg Director, Procurement
David M. Yanna Asst. Director

Approved by: Klara A. Fabry, P.E. City Engineer, Director of Public Works
Klara A. Fabry

Presenters: Steve Kotke Deputy Director of Public Works Internal Services

Permanent Review Committee (PRC)	Approved _____	Not Applicable __XXX___
Policy Review Group (PRG)	Approved _____	Not Applicable __XXX___

Financial Impact (Check those that apply)
XX No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

___ Action requires an appropriation increase to the Capital Budget
___ Action requires an appropriation increase to the Operating Budget
___ Action provides increased revenue for appropriation increase
___ Action requires use of contingency or reserves
___ Business Plan: _X_ Action is within the plan ____Action requires a change to plan

___ Request provided to department's Finance Department contact when provided to the Committee Coordinator

Community Impact	
Neighborhood Notification:	Not Applicable
City Goals:	Maintain the physical infrastructure to ensure a healthy, vital and safe city
Comprehensive Plan:	Not Applicable
Zoning Code:	Not Applicable

Background/Supporting Information:
Tabulation seven (7) of bids received on Official Publication No. 6581 for Janitorial Service at the Public Service Center is attached.

The apparent low bidder, did not meet the specifications. Please refer the enclosed Staff Memo.

Attachments - Staff Recommendation
Tabulation Sheet

cc: S. Kotke
G. Goeke
R. Nubbe

March 16, 2006

Mr. Emile Mguimfach

Americlean Janitorial Service
5148 Xerxes Avenue North
Minneapolis, MN 55430

Re: Rejection of Bid – Janitorial Service – Public Service Center

Dear Emile:

I appreciate the opportunity to meet you in person and appreciate you providing the information requested of you in my March 9, 2006 letter as it pertains to the Janitorial Services contract for the Public Service Center.

The Reference List you provided me is the basis for evaluating the requirements specified in Section 1.11 Contractor Qualifications.

> In order to qualify for this bid a contractor must be able to demonstrate that he/she successfully performed services of a similar size and nature to those called for in this specification. The City shall be the sole judge of appraising the acceptability of the experience listed, and may, at the City's option, not award this project to any bidder lacking a satisfactory experience. Bidder shall provide references giving company names, addresses, contact names, and phone number of companies for whom you have provided the service(s) specified herein.

Based on my evaluation of the references you have provided, I have determined that have not met the City's requirements. The City of Minneapolis therefore cannot accept your bid, or further evaluate any of the other specification requirements associated with acceptance of the bid.

Sincerely,

Greg Goeke
Facilities Manager

CC: David Ybarra

"BIDS FOR JANITORIAL SERVICE AT THE PUBLIC SERVICE CENTER" - P/W Property Services

	Offl. Publ. #6581 Bids opened 10 AM, CST March 1, 2006 Minneapolis MN	Tidy Service of MN Inc.	American Janitorial Service	Benoz ENT	HBM Services Inc.	Five Star H. Enterprises Inc.	MM Janitorial Cleaning	S+D Cleaning Inc.
	Public Service Center Per Month $	13,959.58	7,083.00	8,248.43	7,797.00	7,400.00	11,000.00	10,829.00
	Optional Services:							
1.	Strip/Wax Floors $/ft							
2.	Shampoo Carpets $/ft							
3.	General Cleaning $/hr							
	Alternates							
a.	Collect Recycling	600.00	299.00	127.80	365.00	500.00	0	880.00
b.	Window Blinds	500.00	1500.00	1,757.20	785.00	1,600.00	0	N/B
c.	Skyway Cleaning	200.00	249.00	160.00	450.00	450.00	0	400.00
	Cash discount - % 20 days	0	0.3	—	0	0	0	1

We, the undersigned, hereby certify that the above bids were publicly opened and read aloud:

P. O'Brien for
FINANCE OFFICER

David M. Hanna
ASST. DIRECTOR, PURCHASING